

Sanitized - Approved For Release CIA-RDP63-00314R000100150002-5

~~CONFIDENTIAL~~

TO: Acting SA/RR

THRU: Ch/G/RR

FROM: Acting Ch/D/GL/RR

SUBJECT: Suggestion 61-86

9 September 1960

1. The alternate suggestion of a card reference file for maps is already in use in the Map Library. The Map Library Reference Branch staff encourages researchers and requesters to use the card file and is ready to help all visitors with map problems. The card file is complete, is easy to use, and only a few minutes are required to become familiar with the cataloging system. It is a standard Map Library reference tool, used extensively by both CIA and other U. S. Government researchers. It is apparent, however, that the individual submitting the suggestion was unaware of the existence of the card file and did not inquire about it. Some researchers, of course, go directly to the map drawers to make their selections.

2. The Reference Card File in the Map Library, complete and up-to-date, concisely presents pertinent information about each map on standard map library cards, and quickly identifies the map by title, authority, publisher, date, scale, projection, main subject and characteristics (with cross-referenced supplementary data included), whether the map is an original copy or a reproduction, and whether it is in color or in black and white. Each map bears a catalog number, which also appears on the index card. The number on the index card enables researchers to locate the map drawer containing the map. The index cards are filed by areas, subjects, cities, and numbers, and enables researchers to quickly locate in one place all of the information on an area that is needed. It is an effective method of ascertaining what the complete map holdings on any area are, of making a selection, and then of going to the pertinent map drawers to pull only the desired maps. It also enables researchers to know of maps that are out on loan and to request their recall, if interested.

3. It is believed that the idea of filing small photographs (either in black and white or in color) would not be practical, for two reasons: the reduction in size of the maps would not clearly show the desired information, and the cost and time required to make the photographs would not justify the result.

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Distribution:

- 0 & 1 - Addressee
- 1 - Ch/G
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